

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Managing Information
Unit Reference Number:	M/506/3579
Level:	Level 2
Credit Value:	3
Minimum GLH:	24

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know the range of resources available to clients in a specific organisation	1.1 For two clients with different needs select a range of current resources available for providing information, advice of guidance within a specific organisation
	1.2 For each client, describe how to access the resources identified
	1.3 Summarise the range of clients for whom resources are provided within a specific organisation
2. Know a range of media which can be used to provide information for clients in own organisation	2.1 Describe a range of media which can be used to provide information for clients
	2.2 Describe ways in which media can be adapted to meet client needs
	2.3 For two given examples, select media that will meet clients' needs
3. Understand how systems for storage and retrieval of information operate in own organisation	3.1 Describe ways in which information is stored within own organisation to comply with relevant legislation and codes of practice
	3.2 Describe two methods of retrieving information for clients with different needs
	3.3 Assess the appropriateness of systems of storage

and retrieval of information within own organisation

3.4 Describe ways in which information is updated and maintained within own organisation